

NAWCWDINST 12410.4
733000E
13 Jan 1999

NAWCWD INSTRUCTION 12410.4

From: Commander, Naval Air Warfare Center Weapons Division

Subj: CIVILIAN EMPLOYEE TRAINING AND DEVELOPMENT

Ref: (a) Public Law 85-507
(b) Title 5, United States Code, Chapter 41
(c) OPM Training Policy Handbook Authorities and Guidelines
(d) NAWCWPNSINST 12410.2A
(e) CNETINST 1560.3D
(f) OCPMINST 12410.1
(g) 5 CFR Part 410
(h) NAWCWPNSINST 12411.1

Encl: (1) Mandatory Training

1. Purpose. To provide policy and assign responsibility for the training and development of all civilian employees at the Naval Air Warfare Center Weapons Division (NAWCWD) according to references (a) through (h).

2. Cancellation. COMPMTCINST 12410.5 and NAVWPNCENINST 12410.15.

3. Background

a. Training and development are essential elements in the management of Department of the Navy (DON) organizations and activities. The complexity and variety of our mission requires continual upgrading of knowledge, skills, and abilities to perform effectively and efficiently, and to retain fully competent employees to meet current and future mission requirements. Reference (a), Public Law 85-507, Government Employee Training Act, and reference (b), Title 5, United States Code, Chapter 41, Training in the Federal Service, provide the legal foundation for training.

b. Naval Air Warfare Center Weapons Division will provide opportunities to improve the quality and performance of the work force. Employees can use a full range of options to meet their organizational and professional development needs, including classroom training, on-the-job training, technology-based training, satellite training, self-development activities, coaching, mentoring, career development counseling, details, rotational assignments, cross training, and training related conferences and seminars.

4. Policy

a. Academic Education

(1) Up to three academic courses may be approved during one semester/quarter; one course may be funded by the Employee Development Division, Code 733000D/E, during that period, depending on funds available. Employees are responsible for funding non-tuition costs such as books, application fees, and examination fees. Academic training is usually accomplished after working hours; however supervisors may infrequently adjust work schedules for those courses that occur during working hours. All academic training must be taken at an accredited school.

(2) Training for the sole purpose of obtaining a degree is prohibited, except in certain situations where the training will aid in the recruitment or retention of employees in areas where there is a shortage of qualified personnel, especially in occupations involving critical skills. If, while pursuing academic training, the employee receives an academic degree, the degree is an incidental by-product of the training.

(3) Employees must attain a grade C or better, or equivalent on funded course work. Failure to do so, when it is within the employees' control, requires reimbursement of tuition cost.

(4) Reference (c), Office of Personnel Management Training Policy Handbook, Authorities and Guidelines, prohibits the command from paying the costs for law school tuition or bar admission fees.

(5) Employees who are selected to attend training on a full-time basis for more than 120 consecutive working days, e.g., Fellowship Program, are covered under the guidance provided in reference (d), NAWCWPNSINST 12410.2A, Fellowship Program.

b. Equal Employment Opportunity and Merit Promotion

(1) Managers and supervisors will provide training for all employees without regard to political preference, race, religion, color, national origin, sex, marital status, age, handicapping condition, or other factors unrelated to the need for training.

(2) Merit promotion procedures must be followed in selecting employees for training that is primarily to prepare trainees for advancement and that is not directly related to improving performance in their current position.

c. Examinations, Licenses, and Certifications. Employees are responsible for obtaining the qualifications necessary to perform the duties of his or her position. The command may not pay or reimburse the employee for the cost of examinations,

licenses, or certifications, even if required by the state where the Federal employee works. For example, the command may not pay the costs for professional certificates required as a qualification for the employee's position, professional accreditation, including certification as a Government Financial Manager, and state licenses required for an employee to perform Federal duties, unless Federal law expressly requires Federal agencies to comply with State regulations.

d. Forty Hours of Training Policy. All employees are required to participate in a minimum 40 hours of mission related training per year. Mission related training is described in paragraph 5 of this instruction.

e. Individual Development Plans (IDP). All employees should complete a NAWCWPNS 12410/17, Individual Development Plan (IDP). IDP's are mandatory for newly appointed supervisors and employees in formal development programs such as the Senior Executive Management Development Program and Career Leadership Development framework.

f. Military Personnel Participation in Civilian Training

(1) Military personnel can attend civilian training when the training is related to their present duty assignment and they: have direct or indirect supervisory responsibilities over civilians; are assigned to perform essentially civilian duties for an extended period of time (at least 30 days), and for which there is no comparable military training available. Military personnel are officially enrolled in a regularly scheduled, on-board, civilian training course at no additional cost to the Government. Attendance at non-supervisory civilian courses must be on a space available basis only.

(2) Participation by military personnel in career education and training by, in, or through non-government facilities is approved and funded under appropriate military training authorities or authority other than reference (a). Military personnel should contact the Navy Campus Education Center for tuition assistance. Reference (e), CNETINST 1560.3D, Navy Voluntary Education Programs, provides eligibility criteria for military members.

g. Mandatory Training. Refer to enclosure (1).

h. Meetings and Conferences. Meetings and conferences often provide an important opportunity for learning information relevant to improving the conduct and/or management of programs. The command may pay an employee's expenses for attending a meeting or conference as a training expense when:

(1) The purpose of the conference is educational.

(2) The content is relevant to improving the employee's performance.

(3) Most of the conference consists of planned, organized exchanges of information between presenters and audience.

(4) The employee will derive developmental benefits through attending.

Government funds cannot be authorized for employees to attend meetings or conferences for the sole purpose of discharging their duties as members or officers of private organizations or for employees to attend meetings or conferences whose purposes are social, philanthropic, or fraternal, rather than technical, scientific, or professional.

i. Membership in Professional Organizations. Payment of annual dues for membership in a professional organization is a personal expense, not reimbursable to the employee, even if the Government would benefit from the employee's development as a result of the membership. In some instances an individual membership is included in the conference fee and the conference fee cannot be reduced by the cost of the individual membership. If the Government pays for an employee to attend the conference, the employee may accept the membership as an incidental by-product of the meeting.

j. Non-appropriated Funded Employees. Employees paid from non-appropriated funds are not covered under reference (f), OCPMINST 12410.1, Training, and may not have their training paid out of appropriated funds. However, they may attend: job related general local activity briefings, orientations, and courses on a space available basis. In addition, they may attend DON sponsored training provided their training is paid for out of non-appropriated funds. Appropriated fund employees will not be denied access to any program because space was allocated to a non-appropriated fund employee.

k. Procurement of Training

(1) The DD Form 1556, (OP) NAWCWPNS CL 12410/77, or (OP) NAWCWPNS PM 12410/33, Request, Authorization, Agreement, Certification of Training and Reimbursement, is authorized for use by DON activities as an obligating document to procure publicly available, off-the-shelf courses that require no more than minor modification to meet DON requirements.

(2) Training may not take place until all approvals (signatures) are obtained on the form from the trainee's immediate supervisor, the department's authorizing official, and the Head, Employee Development Division, Code 733000E.

(3) When a training program requires new design and development, the authorized contracting officer contracts for the

service on behalf of and as requested by the Training Director or management official.

1. Records. Training law and regulations require the command to maintain the following information, concerning the general conduct of command training activities, for internal management purposes:

- (1) Command training plan.
- (2) Training activities funded and individual employees trained.
- (3) Payments made for travel, tuition, fees, and other necessary training expenses.
- (4) Each contribution, award, or payment made and accepted by a Federal employee from a non-Government source.
- (5) Evaluations of the results of training.

m. Training Agreements. Employees must sign a training agreement (reverse side of Copy 1, DD Form 1556) for any training event that exceeds 80 hours. Employees must agree in writing, before training, to continue in service for a period equal to three times the length of the training period. If the employee leaves the Government before the agreed on amount of service, NAWCWPNS has the right to require repayment for the amount of service time not served. Reference (g), 5 CFR Part 410, 5 Code of Federal Regulations, Part 410, provides additional information on failure to fulfill agreements.

n. Training of Non-government Employees. Contractors can be trained only in skills they are not required to bring to the job, since they are selected for their expertise in a subject/area. Contractors can be trained in rules, practices, procedures, or systems that are unique to the Navy and essential to the performance of the contractor's assigned duties. The authority for training of contractors is not in the training law. It is in the authority to administer contracts. Training of contractors is subject to the decision of the Contracting Officer's Representative.

5. Definitions

a. Formal Training. Formal training includes government and non-government short courses; long-term training; academic courses (completed with a passing grade); mandatory training; satellite training; conferences and seminars when documented on DD Form 1556, and all Defense Acquisition Workforce Improvement Act training.

b. Line Training. Line training includes education, developmental activities, and training taken in the organization or on the employee's own time. Examples of line training include on-the-job training, new equipment training, self-directed studies, cross-training, developmental assignments, conferences and meetings not documented on a DD Form 1556, and new learning on the job.

c. Mission Related Training. Mission related training is training that supports NAWCWPNS goals. This includes training that:

(1) Supports the command's strategic plan and performance objectives.

(2) Improves an employee's current job performance.

(3) Allows for expansion or enhancement of an employee's current job.

(4) Enables an employee to perform needed or potentially needed duties outside the current job; however, at the same level of responsibility.

(5) Meets organizational needs in response to reengineering, downsizing, restructuring, and program changes.

d. Competency Specific Courses. Managers may make arrangements, throughout the year, with the Employee Development Division, Code 733000D/E, to bring courses on board that are specific to the competency. These courses are considered to be "closed classes".

6. Procedures

a. Advance Payment for Training. The Employee Development Division, Code 733000D/E, can authorize advance payment for training that has been approved on DD Form 1556. This method is beneficial when prepayment is specifically required by the training facility or a prepayment discount is offered and refunds are available if the training is not completed. Advance payments must be requested prior to submission of DD Form 1556.

b. DD Form 1556

(1) The Head and Associate Head, Human Resources Department (HRD), Code 730000E; the Head and Associate Head, Employee Development Division, Code 733000E, are delegated authority to approve training requests submitted on a DD Form 1556.

(2) The DD Form 1556 training requests must be approved before the start date of training. Employees acting outside their authority, who order training services or commit the Government to pay a vendor for services received, without prior approval, can be held personally liable for the cost of the transaction and are subject to disciplinary action.

(3) Off-site training requests of less than 120 days, at government and non-government facilities, should be submitted to the Employee Development Division, Code 733000D/E, 3 weeks before the start of training.

(4) Individual training requests exceeding \$2,000 in tuition costs must be accompanied by a written justification stating that no other comparable or alternative training options are available. If other comparable or alternative training options are available, an employee development specialist from the Employee Development Division, Code 733000D/E, should be contacted for assistance in procuring the course. The written justification, signed by the supervisor, is required to meet regulatory compliance.

(5) The DD Form 1556 may be used to pay an employee's expenses for attending a meeting or conference when the criteria listed in paragraph 4.h applies.

c. Training of 120 days or more. Training of 120 days or more is considered long-term training. The procedures for long-term training are outlined in reference (e).

7. Responsibilities

a. Corporate University Council. The Corporate University Council supports the Competency Aligned Organization by defining education, training, and development policy for NAWCWPNS. The council, composed of senior members from each competency, serves as advocates for training issues by advising and providing recommendations on the strategic direction of organizational and professional development. The council provides input that reflects the concerns of a highly technical and multi-skilled work force across all competencies.

b. Competency directors recommend policy, provide guidance on the training and development of civilian employees, and determine organizational and individual training needs in response to the annual training survey.

c. Managers and Supervisors will:

(1) Attend all mandatory training for supervisors as shown in enclosure (1). Reference (h), NAWCWPNSINST 12411.1, Supervisor Development, applies.

(2) Assist the Employee Development Division, Code 733000D/E in the training and development of their employees in carrying out this responsibility.

(3) Identify and plan the training needs of all employees and ensure that employees receive a minimum of 40 hours of training per year. Training plans should be developed through a continual review and analysis of individual, occupational, and organizational training needs, mission objectives, training programs/courses, costs, and return on investment. The most opportune time for supervisors and managers to identify and document training requirements is when performance objectives are established and reviewed.

(4) Ensure the training is equitably offered and that mandatory training requirements are made available to every employee.

(5) Ensure that merit promotion procedures are followed in selecting employees for training that is primarily to prepare trainees for advancement and that is not directly related to improving performance in their current position. For example, merit promotion procedures apply to training to prepare an employee for a promotion; whose purposes, or effect, is to allow an employee to meet, in whole or in substantial part, minimum educational requirements set by the Office of Personnel Management or other training required for assignment to a different position with higher promotion potential.

(6) Ensure that DD Form 1556 is approved by all authorities before the employee attends off-site training, regardless of whether training costs on the DD Form 1556 are involved or not.

(7) Sign and comment on employee's Copy 9 of DD Form 1556 (evaluation of training) and forward to the Employee Development Division, Code 733000D/E, within 5 days of the completion of training. Copy 9 is used by the command as the proof of completion to reimburse the vendor for services rendered and is the principal basis for collecting training data.

(8) Keep current on policies and guidelines of employee training and development as outlined in references (a) through (h).

(9) Evaluate the effectiveness of training and development efforts in terms of increased job competency, quality, and efficiency of operations.

(10) Report the number of hours of training received by each employee for the mandatory 40-hour report.

d. Employee's will:

(1) Share with their supervisor the responsibility to prepare an IDP to identify training needed to improve individual and organizational performance.

(2) Participate in a minimum of 40 hours of training each fiscal year.

(3) Consult with employee development specialists and personnel management advisors from the Human Resources Department, Code 733000D/E, for career counseling and training and developmental opportunities.

(4) Submit training requests through competency chain of command and Employee Development Division, Code 733000D/E, before attending training. Successfully complete and apply training and fulfill continued service agreements, if applicable.

(5) Forward Copy 9 of DD Form 1556 (evaluation of training) on completion of off-site training to supervisor for signature and forward to the Employee Development Division, Code 733000D/E, within 5 days after completion of training.

(6) Follow competency process for tracking training hours.

(7) Apply the knowledge, skills, and techniques acquired to performance of work.

e. Employee Development Division, Code 733000D/E personnel will:

(1) Conduct an annual training needs assessment, develop the command annual training plan, and present the plan to the Corporate University Council for recommendation and approval.

(2) Manage the command's allocation of financial resources for training, education, and development. Meet regulatory compliance for procurement of training services.

(3) Procure and coordinate on-site courses as identified in the NAWCWPNS Annual Training Plan. Publish on-site courses and related training events in the command's newspaper, Announcements section.

(4) Review DD Form 1556's for regulatory compliance. On approval by Head or Associate Head, Employee Development Division, Code 733000E, notify the competency and employee of approval of training, submit forms to vendor for registration, and forward copy of DD Form 1556 to Code 761200D/E.

(5) Process on-site training requests submitted by competency managers and supervisors. Select attendees for classes and notify competency and employee. Evaluate the effectiveness of training.

(6) Serve as training and development consultants to competency management officials on a broad range of organizational and professional development issues. Provide professional assistance and career counseling to employees.

(7) Maintain required training records on the command's training plan, funded training activities, individual employees trained, tuition costs and other necessary training expenses, and evaluation of the results of training.

(8) Prepare all formal training (off-site courses and on-site courses) and mandatory training for entry into the Management Training Information System database that is reported to the Defense Civilian Personnel Data System. Ensure that the training data reported is placed on the HRD server on a monthly basis.

8. Forms. DD Form 1556, (OP) NAWCWPNS CL 12410/77 (Rev. 12-95), Request, Authorization, Agreement, Certification of Training Reimbursement; NAWCWPNS 12410/2 (Rev. 6-95), On-Board Training Request; and NAWCWPNS 12410/17 (1-95), Individual Development Plan, are available at Tel-Mart, China Lake.

9. Directive Responsibility. The Head, Human Resources Department, Code 730000E, is responsible for keeping this instruction current.

R.B. Ormsbee

Distribution:
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AUDIENCE	MANDATORY TRAINING COURSE TITLE	LENGTH	FREQUENCY
ALL EMPLOYEES			
	New Employee Orientation		
	Environmental Awareness	30 minutes	One Time
	DAWIA	45 minutes	One Time
	Fraud, Waste, and Abuse	30 minutes	One Time
	Organizational Overview/CAO	1 hour	One Time
	HIV/AIDS *	1 hour	One Time
	Employee Assistance Program	1 hour	One Time
	Safety Indoctrination	1 hour	One Time
	Security Indoctrination	1 hour	One Time
	Initial Ethics Briefing	1 hour	One Time
	Prevention of Sexual Harassment	1 hour	Annual
NEW SUPERVISORS			
	EEO Training	8 hours	One Time
	Administrative Policies & Procedures	32 hours	One Time
	Basic Supervisory Development	40 hours	One Time
ALL SUPERVISORS			
	EEO Refresher Training	Varies	Annual
	Supervisory Safety Refresher	1 hour	Annual
	Hazardous Communication Standard	1 hour	One Time
ACQUISITION WORKFORCE (DAWIA)			
	Courses identified in Defense Acquisition University Catalog	Varies	One Time
	Acquisition Reform Stand Down	Varies	Annual

Enclosure (1)

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AUDIENCE	MANDATORY TRAINING COURSE TITLE	LENGTH	FREQUENCY	ATTENDEES
JOB SPECIFIC	SECURITY			
	Security Refresher	1 hour	15 min/quarter	Employees w/clearances
	Computer Security	1 hour	Annual	Employees authorized to operate ADP and network equipment
	Communications Security Brief	1 hour	Annual	Employees who hold COMSEC equipment
	Foreign Contact Officer Certification	6 hours	One Time	Employees designated within Competency
	Security Coordinator	4-6 hours	One Time	Employees designated
	Security Coordinator Refresher	1 hour	Semi-Annual	within each Level 3 or higher Competency
	Secret Control Officer	4-6 hours	One Time	Employees designated to hold
	Secret Control Officer Refresher	1 hour	Semi-Annual	secret material
	SAFETY			
	CPR Certification and Renewal	6 hours	Every 2 years	See audience below**
	Man-Made Vitreous Fibers	1 hour	Annual	When applicable
	Radio Frequency Radiation	1 hour	As Required	When applicable
	Ergonomics	1 hour	As Required	When applicable
	Polychlorinated Biphenyls	1 hour	As Required	When applicable
	Bloodborne Pathogens	1 hour	As Required	When applicable
	Confined Space Entry	2 hours	Refresher	When applicable
	Laser Safety	1 hour	As Required	When applicable
	Lockout/Tagout	1 hour	As Required	When applicable
	Hazard Specific	1 hour	Annual	When applicable
	Hearing Conservation	1 hour	Annual	When applicable
	Sight Conservation	1 hour	Annual	When applicable
	Asbestos Awareness	1 hour	Annual	When applicable
	Respiratory Protection	1 hour	Annual	When applicable
	Lead Operations	1 hour	Annual	When applicable
	Reproductive Hazards	1 hour	Annual	When applicable
	Solvent Safety	1 hour	Annual	When applicable

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AUDIENCE	MANDATORY TRAINING COURSE TITLE	LENGTH	FREQUENCY	ATTENDEES
	ENVIRONMENTAL			
	Hazardous Waste Management Training	16 hours	One Time	Hazardous Waste Coordinators
	Hazardous Waste Management Training Refresher	8 hours	Annual	Hazardous Waste Coordinators
	PROCUREMENT			
	Contracting Officers Representative	5 days	One Time	When applicable
	Contracting Officers Representative Refresher	1 day	Every 3 years	When applicable
	Bank Card	8 hours	One Time	Approving officials and card holders

* (PL-104-106) prohibits requiring any Federal employee to attend or participate in an HIV/AIDS training program, except for training necessary to protect the health and safety of the Federal employee and the individuals served by such employees.

** CPR Audience: Emergency response teams, fire department personnel, hospital corpsmen, safety and industrial hygiene personnel, electrical power plant, power distribution, electrical and electronics personnel, supervisors (of the above personnel or of personnel whose jobs pose comparable risks or who work at remote sites).

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Enclosure (1)

NAV/CWDINST 12410.4